



# Kerb Charging Facility Application Guidelines (Trial)

December 2021 – September 2023

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## What is a kerb charging facility?

**A kerb charging facility is where community members can take power from a private property, run it underground and exit via a plug at the kerb in order to charge their electric vehicle.**

Many community members in Port Phillip do not have access to off street parking to charge an electric vehicle on their own property. This can be a barrier to purchasing an electric vehicle for many residents or businesses.

This permit would allow a resident or business to charge their private vehicles only. This does not permit a community member to sell power.

It is important to note that a permit does not grant the applicant any exemption from current or future parking restrictions. All drivers must comply with parking restrictions and safety road rules.

## Outcomes

The desired outcomes of permitting kerb charging facilities are to:

1. Reduce carbon emissions and pollution by promoting the uptake of electrical vehicles in place of traditional (Internal Combustion Engine) vehicles
2. Support residents and businesses in our City to purchase electric vehicles for community members without access to off-street parking
3. Help residents and businesses save money by allowing them to charge from their property's electricity supply, avoiding fuel and charging costs.

## Who can apply for a kerb charging permit?

Council is introducing a two-year trial for up to five properties to access a 'Kerb Charging Permit' for residents and businesses with no off-street car parking to install electric vehicle chargers on Council land.

Community members are eligible to apply to participate in the trial if they

- Property owners or tenants with written landlord permission
- Property is a standalone building (no multi-unit apartment buildings or office blocks)
- Property has no off-street parking
- The applicant must have current Public liability insurance of a minimum of \$20 million that extends to include the whole area as detailed in the permit and be valid for the life of the permit. This can be obtained through some household insurances.

Permits expire no later than 31 December 2023.

## How much does a kerb charging facility cost?

- **Permit application fee:** \$124
- **Annual renewal fee:** \$100 per year
- **Bond:** This will be decided on a case by case basis, depending on the potential impact to Council's assets, with minimum of \$500





The cost of installation will be at the expense of the permit holder. This is likely to be in the region of \$5,500, depending on construction requirements.

## How you can help us in evaluating the trial?

To help Council in evaluating the success of the trial we will be seeking feedback on trial participants experience as well as the estimated carbon emissions reduced as a result of the trial using data obtained from permit recipients.



## Location Guidelines

	Permitted locations ✓	Not permitted locations ✗
	Adjacent to your property if your property does not have off-street parking.	Adjacent to another property or public space, or adjacent to a property that has access to off-street parking.
	<p>It is permitted to park your vehicle on-street.</p> <p>If there are parking restrictions, you hold a valid parking permit that allows you to park there.</p>	<p>On-street parking is not permitted, or parking restrictions do not permit parking your electric vehicle. This includes:</p> <ul style="list-style-type: none"> <li>- within 10m of an intersection, unless parking restriction signs permit</li> <li>- Loading Zones, Bus Zones, Taxi Zones</li> <li>- Permit parking where the applicant is not a valid permit holder</li> <li>- Within 1m of a fire hydrant or mail zone</li> </ul>
	<p>In a nature strip, or on a footpath wider than 1.8m</p> <p>In areas of high pedestrian usage, a higher minimum width may be required</p>	<p>Footpath is narrow (less than 1.8m) where the charging facility may obstruct people walking.</p> <p>On a bike path or in a laneway.</p>
	Area is well lit at night and the facility can be easily seen when in use.	Dark areas where charging may cause a trip hazard for people walking.

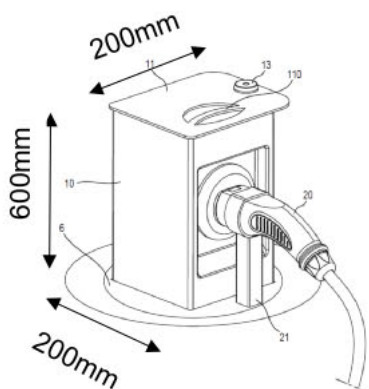
## Facility Guidelines

To minimise the need for design revisions we strongly encourage using the following design guidelines to inform your application.

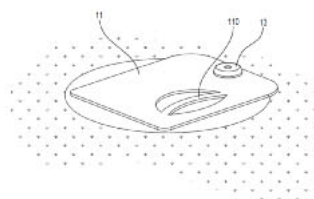
### Charger design and specifications

The kerb charging facility must:

- comply with all Australian Standards and regulations.
- be fully waterproofed
- be made from materials durable enough to be in the public domain. All kerb charging facility design must be signed off by Council before construction and installation.
- not display any advertising
- be secured with a locking system when not in use
- have the following maximum dimensions:
  - o Width: 200mm
  - o Length: 200mm
  - o Height when in use: 600mm



Facility in use



Facility not in use

## Charger installation and construction requirements

The facility must be installed:

- at 100mm from the back of kerb
- so that a minimum unobstructed footpath width of 1.5m is maintained.
- flush with the footpath or nature strip so that there is no difference in height between the infrastructure and adjacent areas
- so that it does not impede stormwater flow or drainage
- so that it does not damage any tree roots
- by a qualified electrician (provision of a certificate of electrical safety) and have a certificate of electrical safety issued at completion of works.

The existing footpath and nature strip must be reinstated in its original condition.

The kerb charging facility must be installed at a location that allows access to other public infrastructure. This includes allowing the following minimum distances:

Infrastructure	Minimum distance
Streetlights Power poles Utility boxes Bus stops Side entry pits pram ramps Australia Post infrastructure	1.0m
Bus shelters	1.5m
Trees	2.5m

## Risk Management

1. Public liability insurance of \$20 million must remain current, extend to include the whole area as detailed in the permit and be valid for the life of the permit with a copy forwarded to Council upon renewal.
2. The permit holder is to provide Council a minimum \$500 refundable bond or an equivalent bank guarantee should Council be required to remove the facility and reinstate the area (the bond might vary depending on site conditions).
3. Council reserves the right to remove the facility if access or infrastructure works are required.
4. The permit-holder will be responsible for any damage caused to Council assets.
5. Council must be notified immediately of any damage to public assets, as well as any other condition that creates a hazard to the public.
6. The kerb charging facility must not impede the stormwater overland flow.
7. The permit-holder indemnifies and releases the City of Port Phillip from all liability arising from the use of the charging facility, including any claims made by any person for injury, loss or damage. howsoever caused.
8. The charging facility is used by the permit-holder at their own risk.
9. A breach of any of the conditions of a permit may result in enforcement action being taken against the permit-holder and/or the organisation responsible for this permit. This action may include the issuing of a Notice to Comply, fines, cancellation of this permit and/or removal and impounding of items in accordance with Council's Local Laws and associated procedures.
10. No compensation will be payable for any damage to the infrastructure by a third party.
11. Any enforcement action that is required in relation to a permit may affect future requests for future permit application.



## How to apply

During the trial period a total of 5 properties across the municipality will be permitted.

Requests for Kerb Charging Facility permits are through a permitting application process and will be assessed on a case by case basis.

To apply for a Kerb Charging Facility permit, please submit an application to:

- **Mail:** City of Port Phillip, Private Bag 3 St Kilda, Victoria, Australia 3182
- **Website:** <https://www.portphillip.vic.gov.au/contact-us>

## Information required in the application form

- A **site plan** showing exact location of the facility in the streetscape
  - The location of the proposed kerb charging facility and all associated infrastructure, including electrical conduits
  - the host building, its entrance and fences and adjacent buildings
  - roadway (including name) and location of any driveways
  - footpath (with width shown)
  - existing parking spaces and parking restrictions
  - existing street furniture including bicycle parking, streetlights, street signs, fire hydrants, utility access points
  - street trees, tree grates and landscaped areas
- **Photographs** of the site clearly showing the location of the relative to buildings and existing features in the footpath area.
- **Specifications** and manufacturer's details of the proposed Kerb Charging Facility
- **Public liability insurance.** The Council requires the insurance policy to note Council's interest and be for the amount of no less than \$20,000,000 in respect of any single occurrence. Public liability insurance must remain current and valid for the life of the permit.
- A plan indicating details of underground infrastructure on the proposed site (**Dial Before You Dig**) <https://www.1100.com.au/>)
- **Consent from the property owner** where the applicant does not own the property.

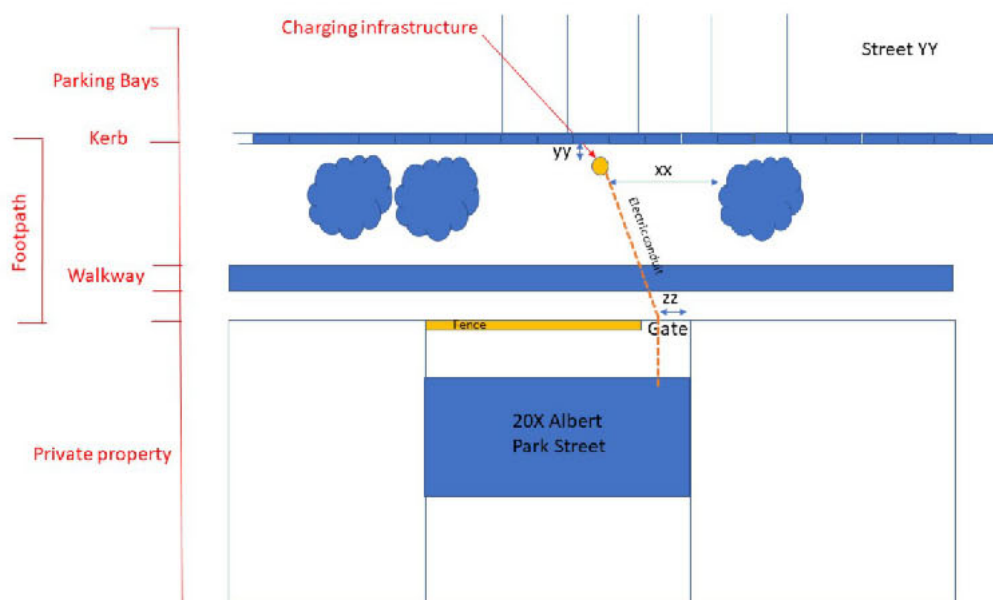
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- A receipt for the **permit application fee** (\$124) payable to the City of Port Phillip (non-refundable), being the fee for on-site meeting, review and assessment of the application.
- The purpose of the facility and number of vehicles that would be charged from the facility

Failure to submit all the above details may result in delays in processing the application or rejection of the application.

### Example Site Plan









A sample site plan is shown below





## Approval process

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	<b>Contact Council</b> Contact us via email: <a href="mailto:enviro@portphillip.vic.gov.au">enviro@portphillip.vic.gov.au</a> Council officers will help determine whether your location meets site requirements.
	<b>Apply</b> Complete an application form and submit it with supporting documentation.
	<b>Review and conditional approval</b> Council will conduct a full internal review of the applications and will respond within 15 working days. Applicants may be contacted to discuss aspects of their application or to seek further information. Should your application meet the criteria, Council will work with you to finalise location and ensure compliance and determine the amount of the bond. As this is a trial, if demand is higher than the maximum number of permits available, officers will also give consideration to the similarities or differences in the proposed locations, with a view to test in the most number of different locations.
	<b>Energy Safe Victoria approval</b> The applicant must obtain approval from Energy Safe Victoria (ESV) for the install of an electric line on public land.
	<b>Permit issued</b> If your application is successful, Council will aim to issue your permit within 5 days.
	<b>Installation</b> Council will contact you to schedule an installation date and undertake final compliance checks and will register the new electrical network with Dial Before you Dig. The applicant will provide a certificate of electrical safety.
	<b>Operation</b> Manage kerb charging facility in accordance with permit conditions.
	<b>Remove infrastructure</b> At the expiry of the permit, all infrastructure must be removed by the permit holder. As this is a trial this would be by December 2023. Council will undertake a review of the trial as soon as possible after the first year and provide you with sufficient notice about its future plans.

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